

**Yellowknife Association of Concerned Citizens for Seniors
2010 - 2011 Annual General Meeting
September 29, 2011 - 7:00pm
Baker Community Centre**

Present: Bill Braden, Barbara Bromley (Lifetime Director), Wendy Carter, Ron Allen, Angela James, Chuck Parker, Brendan Bell, John Doyle (ex-officio)

Regrets: Linda Bussey

Absent: Jerry Jaud

Guest: Erik Bech, Avery, Cooper & Co. Certified General Accountants

In addition to those above, 28 individuals signed the Membership Register and one was an observer.

1. Welcome

B. Braden welcomed members and guests to the meeting of the Aven Family. B. Braden acknowledged Les Harrison, CEO, Yellowknife Health and Social Services Authority, Don Costache, Past President of YACCS, Michèle Ray-Jones, Director of Care, YACCS, Linda Koe, Care Supervisor, YACCS who has been with us for 22 years, Lynn White, Past Executive Director and friend of YACCS, Barb Hood, Executive Director, NWT Seniors' Society and Vivian Squires, Executive Director, YK Seniors' Society.

Introduction of current members present are B. Braden, A. James, R. Allen, W. Carter, C. Parker, with a special greeting to B. Bromley our lifetime member and founder of YACCS. Members were thanked for coming out. Everyone was reminded that to become a member and be eligible to vote, to register with Megan Cormier at the entrance.

Megan Cormier who is at the entrance is taking names for those interested in being able to vote, you must be registered.

2. Call to Order

B. Braden called the meeting to order at 1909

3. Opening Prayer

Opening prayer was led by Reverend Ron McLean.

4. Approval of Agenda

Motion: to approve the agenda as presented.

Moved by: Blake Lyons

Seconded by: Esther Braden

Carried Unanimously

Motion # 1488 - Approve AGM Agenda as presented.

5. Adoption of Minutes, September 30, 2010

Those in attendance were asked to take a moment to review the meeting minutes of September 30, 2010.

Motion: to approve the meeting minutes of the Annual General Meeting of September 30, 2010 as written.

Moved by: Barbara Bromley
Seconded by: Esther Braden Carried Unanimously

Motion # 1489 - Approve the minutes of the Annual General Meeting of September 30, 2010 as written.

6. 2010/11 Annual Report

B. Braden read his report as did J. Doyle from the 2010 – 2011 Annual Report.

Motion: to accept the 2010 – 2011 Annual Report as presented.

Moved by: Blake Lyons
Seconded by: Eddie Vogt Carried Unanimously

Motion # 1490 - to approve acceptance of the 2010 – 2011 Annual Report as presented.

7. 2010/11 Audited Financial Statements

E. Bech of Avery, Cooper & Co, Certified General Accountants was introduced and provided and overview of the 2010-2011 Audited Financial Statements. Copies of the full report are available on request through the business office or on our website at www.yaccs.ca.

The financial statements are in a new format this year. The Management's Responsibility for Reporting Letter is not usually distributed unless the financial statements are being distributed to a large audience.

Financial Reporting and processes, as well as the record keeping, were reported to be in good order with a clear audit. There were only two items noted (can we state what these are - but no need to describe or explain) and these are being dealt with by Management. E. Beck noted that they were please with the work the J. Beltran does.

R. Spence asked if the NWT HC had been approached about renegotiating the interest on Aven Ridge. J. Doyle responded no but he would check into this.

Motion: to accept the 2010 – 2011 YACCS Audited Financial Statements for the year ended March 31, 2011 as presented.

Moved by: Ruth Spence
Seconded by: Brendan Bell Carried Unanimously

Motion # 1491 - To accept 2010 – 2011 YACCS Audited Financial Statements as presented.

8. Looking Forward with a Renewed Vision

B. Braden went through a slide presentation.

Background: The Yellowknife Association of Concerned Citizens for Seniors had its beginning in 1983, when a few "concerned citizens" joined together to build safe, affordable shelter and a caring environment for the growing number of seniors in this city.

Our first major achievement was the Aven Manor in 1987, a 24-bed independent living facility now dedicated to long term care, built on a downtown land parcel deeded to the Society from the NWT Government and the City.

With the help of many partners in government, volunteers and the private sector, we have expanded our services to include the 24-unit Aven Court, and the 8-unit Aven Ridge independent housing facilities, the Baker Community Centre (operated by the Yellowknife Seniors Society) and the 28-bed Aven Cottages Territorial Dementia Facility opened in March 2010.

With almost 30 years of development and progress, YACCS now has an incredibly dedicated staff of almost 80 professionals, and an operating budget of \$9 million a year.

YACCS is governed by a volunteer board of directors who bring skills, passion and commitment to the task. With the opening of the Dementia facility, we realized that many of the earlier goals had been realized, and that many other positive changes had been made in the field of seniors care in Yellowknife and in the NWT.

This prompted the Board to undertake an extensive review of our goals and our mission over the winter of 2010-11. We now have a renewed, long term Strategic Plan. It will continue our record of housing and care, and focuses on growing our services and pursuing excellence in how we deliver them.

The presentation can be found under Attachment A. The notes associated with the slides can be found under Attachment B.

9. Constitution and Bylaw Amendment

Constitution

Current Wording for Constitution	Proposed Wording for Constitution
The <u>Yellowknife Association of Concerned Citizens for Seniors</u> chiefly carries out its operations in the City of Yellowknife, Northwest Territories.	The <u>AVENS – Community for Seniors</u> chiefly carries out its operations in the City of Yellowknife, Northwest Territories

Motion: to amend the Constitution by accepting the name change from the “Yellowknife Association of Concerned Citizens for Seniors” to “AVENS - A Community for Seniors”

Moved by: Jim Polson
Seconded by: Ron McLean

Carried

Motion # 1492 - To amend the Constitution to change YACCS name to AVENS – A Community for Seniors.

Bylaws

Article 1 - Definitions

Current Wording for Bylaws	Proposed Wording for Bylaws
a) Society” shall mean the Yellowknife Association of Concerned Citizens for Seniors	a. “Society” shall mean the AVENS – A Community for Seniors

Article 7 - Section 2 – Description

Current Wording for Bylaws	Proposed Wording for Bylaws
The Seal shall consist of the word “Seal” in a circle formed by the words Yellowknife Association of Concerned Citizens for Seniors.	The Seal shall consist of the word “Seal” in a circle formed by the words “AVENS – Community for Seniors”.

Motion: to amend Article 1 and Article 7, Section 2 of the Bylaws by accepting the name change from the “Yellowknife Association of Concerned Citizens for Seniors” to “AVENS – A Community for Seniors”

Moved by: Blake Lyons
Seconded by: Sandra Taylor

Carried

Motion # 1493 - To amend Yellowknife Association of Concerned Citizens for Seniors to AVENS – A Community for Seniors.

Article 1 – Definitions (continued)

Current Wording for Bylaws	Proposed Wording for Bylaws
f. “Executive Director” shall mean an Officer of the Board appointed pursuant to Article 3, Section 2.	f. “Chief Executive Officer” shall mean an Officer of the Board appointed pursuant to Article 3, Section 2.

Article 2 - Section 2 – Term of Membership

Current Wording for Bylaws	Proposed Wording for Bylaws
Membership shall expire at the Annual General Meeting and may be renewed at that time up to the date of the next Annual General Meeting. Each Member shall sign the Society’s membership registry kept by the Executive Director.	Membership shall expire at the Annual General Meeting and may be renewed at that time or by application to the Board Secretary at the Society’s office after that time, up to the date of the next Annual General Meeting. Each Member shall sign the Society’s membership registry kept by the Chief Executive Officer.

Article 3 - Section 2 – Appointing of an Executive Director (Chief Executive Officer)

Current Wording for Bylaws	Proposed Wording for Bylaws
The Board of Directors shall hire an Executive Director to be responsible for the management of the Society in accordance with the policies issued by the Board. These responsibilities shall include,	The Board of Directors shall hire Chief Executive Officer to be responsible for the management of the Society in accordance with the policies issued by the Board. These responsibilities shall include, but

but shall not be limited to: communicating notices of all meetings of Members and all meetings of Directors; keeping minutes of all such meetings; and keeping full and accurate accounts of all receipts and disbursements of the Society.	shall not be limited to: communicating notices of all meetings of Members and all meetings of Directors; keeping minutes of all such meetings; and keeping full and accurate accounts of all receipts and disbursements of the Society.
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Article 3 - Section 3 - Composition

Current Wording for Bylaws	Proposed Wording for Bylaws
Board membership shall consist of a minimum of five (5) and a maximum of eight (8) Directors plus any Lifetime Directors that may be named pursuant to Article 3, Section 4. The Executive Director shall automatically be a member of the Board. All Directors, except for the Executive Director, are entitled to vote.	Board membership shall consist of a minimum of five (5) and a maximum of eight (8) Directors plus any Lifetime Directors that may be named pursuant to Article 3, Section 4. The Chief Executive Officer shall automatically be a member of the Board. All Directors, except for the Chief Executive Officer, are entitled to vote.

Article 4 - Section 1 – Officer Positions

Current Wording for Bylaws	Proposed Wording for Bylaws
The Officers of the Board shall consist of a President, a First Vice President, a Second Vice President, and an Executive Director.	The Officers of the Board shall consist of a President, a First Vice President, a Second Vice President, and a Chief Executive Officer.

Article 4 - Section 5 – Officer Remuneration

Current Wording for Bylaws	Proposed Wording for Bylaws
No Officer shall receive remuneration for duties performed on behalf of the Society with the exception of the Executive Director whose remuneration shall be established by the Board of Directors. Officers may be reimbursed for reasonable expenses while performing such duties.	No Officer shall receive remuneration for duties performed on behalf of the Society with the exception of the Chief Executive Officer whose remuneration shall be established by the Board of Directors. Officers may be reimbursed for reasonable expenses while performing such duties.

Article 5 - Section 2 – Executive Committee

Current Wording for Bylaws	Proposed Wording for Bylaws
The Officers of the Society shall comprise the Executive Committee. The Executive Director shall serve as a non-voting member of the Committee.	The Officers of the Society shall comprise the Executive Committee. The Chief Executive Officer shall serve as a non-voting member of the Committee

Article 7 - Section 1 – Use and Safe Keeping

Current Wording for Bylaws	Proposed Wording for Bylaws
The Seal shall be retained by the Executive Director and affixed to all contracts, agreements, conveyances, mortgages, or other documents, as may be approved by the Board.	The Seal shall be retained by the Chief Executive Officer and affixed to all contracts, agreements, conveyances, mortgages, or other documents, as may be approved by the Board.

Motion: to amend Article 1 – Definitions, Article 2 – Section 2, Article 3 – Section 2, Article 3 – Section 3, Article 4 – Section 1 and 5, Article 5 – Section 2, Article 7 – Section 1 of the Bylaws by accepting the changes of, “Executive Director” to “Chief Executive Officer”

Moved by: Dan Costache
 Seconded by: Ron McLean Carried

Motion # 1494 - To change Executive Director to Chief Executive Officer.

Article 1 – Definitions (continued)

Current Wording for Bylaws	Proposed Wording for Bylaws
g. “Yellowknife residency” is established when an individual holds a valid NWT Health Insurance Card, lives in Yellowknife, and has a Yellowknife mailing address.	g. “Yellowknife residency” is established when an individual holds a valid NWT Health Insurance Card, lives in Yellowknife, Dettah or Ndilo, and has a Yellowknife, Dettah or Ndilo mailing address.

Motion: to amend Article 1 – Definition of the Bylaws by accepting changing the definition of Yellowknife residency by adding “Dettah and Ndilo”

Moved by: Dan Costache
 Seconded by: Blake Lyons Carried

Motion # 1495 - To add Dettah and Ndilo to definition of Yellowknife.

Article 3 - -Section 11 - Quorum

Current Wording for Bylaws	Proposed Wording for Bylaws
Five (5) Directors shall constitute a quorum at any Board Meeting. If a quorum is not present after 30 minutes of the scheduled start time for the meeting, then the meeting will stand adjourned	The majority of the Board shall constitute a quorum at any Board Meeting. If a quorum is not present after 30 minutes of the scheduled start time for the meeting, then the meeting will stand adjourned.

Motion: to amend Article 3 – Section 11 of the Bylaws by to accepting changing from “Five (5) Directors” to “The majority of the Board”

Moved by: Blake Lyons
 Seconded by: Ron McLean Carried

Motion # 1496 - To accept changing “Five (5) Directors to “The majority of the Board”.

Article 2 - Section 2 – Term of Membership

Current Wording for Bylaws	Proposed Wording for Bylaws
Membership shall expire at the Annual General Meeting and may be renewed at that time up to the date of the next Annual General Meeting. Each Member shall sign the Society’s membership registry kept by the Executive Director.	Membership shall expire at the Annual General Meeting and may be renewed at that time or by application to the Board Secretary at the Society’s office after that time, up to the date of the next Annual General Meeting. Each Member shall sign the Society’s membership registry kept by the Chief Executive Officer.

Motion: to amend Article 2 – Section 2 of the Bylaws by to accepting the addition “or by application to the Board Secretary at the Society’s office after that time”.

Moved by: Wendy Carter
 Seconded by: Blake Lyons Carried

Motion # 1497 - To accept the addition “or by application to the Board Secretary at the Society’s office after that time.”

Article 8 - Section 1 – Fiscal Year

Current Wording for Bylaws	Proposed Wording for Bylaws
The fiscal year shall end on March 31 st .	The fiscal year shall end on March 31 st of each year.

Motion: to amend Article 8 – Section 1 of the Bylaws by accepting the addition “of each year.”

Moved by: Ron McLean
 Seconded by: Ruth Spence Carried

Motion # 1498 - Accept the addition “of each year”.

Article 8 - Section 5 – Custody of Minutes and Other Books of Record - NEW

Current Wording for Bylaws	Proposed Wording for Bylaws
Section 5 will now become Section 6 with no changes.	The Minutes and other books of record of the Association shall be kept in the custody of the Chief Executive Officer, at the principal place of business of the Society, or as the Board may direct.

Motion: To add to Article 8 – Section 5 of the Bylaws accepting addition of “The Minutes and other books of record of the Association shall be kept in the custody of the Chief Executive Officer, at the principal place of business of the Society, or as the Board may direct.” and to rename current Section 5 to Section 6.

Moved by: Chuck Parker
Seconded by: Brendan Bell

Carried

Motion # 1499 - To add section “Custody of Minutes and Other Books of Record” and renumber the present Section 5 to Section 6.

10. Board of Directors Election

B. Braden began “As per the YACCS Bylaws “Board membership shall consist of a minimum of five (5) and a maximum of eight (8) Directors plus any Lifetime Directors that may be named.” “Term of Office for Directors shall be for two years. There is no limit on the number of consecutive terms to which a Director may be elected.” “At least two months prior to the Annual General Meeting, the Board shall elect form its own number two individual to form a Nominating Committee for the sole purpose of presenting a slate of nominees for Directors of the Society at the Annual General Meeting.”

10.1 Report of the Nominating Committee

B. Braden continued “I now ask for a report from the Nominating Committee with the provision of a slate of nominees that have been prepared for presentation. I would like to thank Ron Allen and Wendy Carter for their help on the Nominating Committee.

B. Braden passed the Chair to R. Allen who was making the presentation on behalf of the Nominating Committee.

R. Allen took the Chair. “As your Nominating Committee representative, I am pleased to report the following:

In addition to our Lifetime Director Barbara Bromley we have B. Braden, B. Bell, C. Parker, J. Jaud and R. Allen.

The new nominees letting their names stand for the Avens Board include W. Carter, A. James and L. Bussey.

10.2 Elections

There was call for further nominations from the floor three times with no response.

Motion: to cease nominations and accept the three nominations of W. Carter, A. James and L. Bussey as YACCS Directors by acclamation.

Moved by: B. Bromley
Seconded by: Blake Lyons

Carried

Motion # 1500 - To accept the three nominations as presented.

Adjournment

Motion: adjourned the 2010 – 2011 Annual General Meeting.

Moved by: Greta Baetz

Carried

Motion # 1501 - Adjournment of meeting.

The meeting was adjourned at 2051.

Reviewed by:

Chair

Recorder

Coffee and tea where available as well as cake as a farewell to YACCS name.

LOOKING FORWARD WITH A RENEWED VISION

Background

- Board undertook an extensive review of their goals and mission over the winter of 2010-2011
- Now have a renewed, long term plan that continues to include housing and care
- Also focuses on growing our services and pursuing excellence



Moving Forward

- Meetings with staff, NWT Seniors, Yellowknife Seniors, governments and government agencies
- Initiatives that have started – Housing Needs Study, Kitchen Design, Assisted Living Workshop.



8 STRATEGIC PRIORITIES



Long Term Care

- Board should maintain its focus on Long Term Care
- Aven Manor, now 25 years old, requires major capital input
- A modernized kitchen is a must to accommodate the residents
- Keep homelike atmosphere



Dementia Care

- Maintain commitment to dementia care
- Will be part of the Accreditation process next year
- Recognized as a “centre of excellence” in Dementia Care



Independent Housing

- Housing will remain a key priority
- Housing Needs Assessment underway
- Board will be receiving Report shortly



Adult Day Program

- Opened January 4, 2011 to offer respite and support
- Offers flexible service tailored to needs of client 60 years of age of older
- May 5, 2011 held Grand Opening



Assisted Living

- Workshop tentatively schedule for November 16 with invitations being sent out shortly
- Goal of workshop is to help implement a pilot project in 2012
- Yellowknife Health and Social Service Authority (YKHSSA) has committed to assist us with this workshop.



Partners

- Key to our success is the tremendous level of support from our partners in government, the private sector and volunteers, along with our sister organizations, the NWT and Yellowknife Seniors Societies.



Advocacy



- NWT Seniors' Society and Yellowknife Seniors' Society have demonstrated a willingness and strength as seniors advocates
- YACCS no longer sees itself as the primary advocate



Renaming

- Shift over the years from a Yellowknife facility to a more Territorial base



The Board would like to thank all those who participated in this process

Questions?

Attachment B

Moving Forward: Communicating these plans to our residents, their families, staff and our partners is essential to maintaining the trust and confidence they have in us. This report summarizes our plan of 8 strategic priorities, and signals the start of some new initiatives. A more complete report and results will be presented at the YACCS annual meeting on September 29, 2011.

The Board identified 8 strategic priorities arising from the initiative. We'll touch on each of these in turn.

Long Term Care: The first strategic area is Long Term Care. The Aven Manor is our center for long term care, our first facility. It is now 25 years old, and it is still in good condition, but it requires some major capital upgrades. One major need is a modernized kitchen. When the Aven Cottages opened, it doubled our clientele for food service, while our food services area was already inadequate. Our goal is to retain a homelike atmosphere, meet current and future needs, and maintain safety for our workers. We are currently developing options for a new kitchen, and the Board will be reviewing those options early in the new year.

Dementia Care: The Aven Cottages Territorial Dementia Facility opened in 2010, and the Board confirmed that it would continue to deliver this program. We believe that we can apply what we've learned and developed here to become a "center of excellence" in dementia care, and a model for other facilities in the Northwest Territories. Next year, our accreditation process will include the Aven Cottages.

Independent Housing: The third strategic area is independent housing. YACCS's own housing study, which builds on the work done by others and our own survey of seniors, is near completion and the Board will review the analysis in October. We know from the waiting list for units at the Court and the Ridge that there is a need for seniors housing. Before the Board undertakes or partners with the developers of another project, we need to explore the information on where the most urgent need is.

Adult Day Program: The purpose of the Adult Day Program is to offer respite and support to people in the community caring for family members. It provides a secure homelike environment and provides clients with the opportunity leave their home, make new friends and participate in activities that may not otherwise be available to them.

The program is flexible and the services offered are tailored to meet the individual needs and interests of each client. The Adult Day Program provides a friendly and comfortable environment, recreation therapy programs, community outings, lunch and snacks, easy access to hairdressing services, caregiver support and access to Alzheimer's Society support services.

The Adult Day Program operates Monday to Friday from 9:00am -5:00pm and is open to NWT residents 60 years of age and older at a cost of \$7.50 per day.

Assisted Living: The one strategy that attracted the most positive feedback, as an area that YACCS should undertake, is Assisted Living. Right now, there is no definition of assisted or supportive living for seniors, and no official program within the Northwest Territories. There are models that exist in other jurisdictions, and we've had a look at some facilities that provide "aging in place" in Alberta. We want to initiate a pilot project in 2012, and, pending success of this project, make it part of our long term strategy.

Partners: Another strategy related to working more effectively with our partners – not just in

Government, but also our sister organizations – the Yellowknife Seniors Society and the NWT Seniors Society. We have committed to a long term relationship with the YK Seniors at the Baker Center, and we're hoping to include the NWT Seniors in an advisory capacity with the Dementia Facility.

Advocacy: Related to this, the Board carefully considered its role as an advocate for seniors. This was a historical role for YACCS. However, YACCS has now been joined in this area by the two Seniors' Societies, and we see our role diminishing in this area, or at least we need to focus our advocacy.

Renaming: Finally, we considered the name of our organization, given that we serve a territorial clientele, and we have limited our advocacy role. We were careful about how we approached this, because we know that, as YACCS, we've got a long history in the city. Tait Communications assisted us in talking to seniors here in Yellowknife about our identity here, and the result was that we are already known more readily as "AVENS" than YACCS. So, with the Board's approval, we are bringing to the Annual General Meeting a proposal to change our name to: AVENS – Community for Seniors.